

OCSJ Roles and Responsibilities

Position: Corresponding Secretary

Reports to: President

Date created: 08/29/22

Date updated: 08/29/22

1. Respond to requests for condolences, congratulations, and other milestone events of club members by sending a card at the request of a fellow club member.
2. Inform club member that a “shout-out” from one club member to another club member who has gone above and beyond in some way can be announced in the monthly newsletter and let the newsletter editor know.
3. Use discretion when presented with sensitive or questionable situations. Include the President in the decision-making process if necessary.
4. Request funds at a monthly board meeting for cards and postage. If approved, complete an Expense Voucher, attaching the receipts, and forward to the Treasurer in a timely and organized manner.
5. Show decorum and respect at all times when representing the club and interacting with the members.